

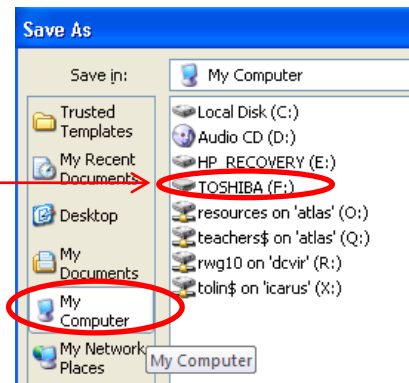
Instructions for How to Properly Type Your Outline Using Microsoft Word in MLA Format:

Choose the best program:

1. Open a new Microsoft Word document.

Save Your Work often appropriately and often:

2. Immediately save your (blank) page to your jump drive. If you do not know how to do this, follow these steps:
 - a. Insert your jump drive into the computer. In the lower right corner, you will probably see a pop-up notification that it “found new hardware”.
 - b. Go to “File” on your Microsoft Word document. Click on “Save As”. A new box will open.
 - c. On the left-hand side of the new box, click on “My Computer”
 - d. Find the name of your jump drive. For example, it might be named “Toshiba” or “Lexar”. Click on it.
 - e. Next, give your paper a name that’s appropriate and type it in the “File Name” box towards the bottom. (i.e. “ELA8 Research Paper”)
 - f. Finally, click on “Save” in the lower right corner.
 - g. You’re done; it’s saved to your jump drive. ☺ Move on.
3. You should “Save” your work often while working. You don’t have to “save as” each time—just “save” (also under “File” tab).



Create proper heading and centered Title:

4. Under Microsoft Word’s “Home” tab at the top of the page, change the font and size to match MLA requirements:
Times New Roman, size 12.
5. Create a proper heading in the upper left hand corner of your paper.

Your first & last name	Jane Doe
Your teacher’s name – <i>spell it correctly!</i>	Mrs. Tolin
The class – Period #	Language Arts - 1
The date (Month Day, Year)	February 13, 2013
6. Click on the appropriate button under the “Home” tab to begin centering your writing for the paper’s title. Type your title (your social issue/topic).
7. When finished, hit the “Enter” key on your keyboard and un-center your writing by unclicking on the “center” button again.

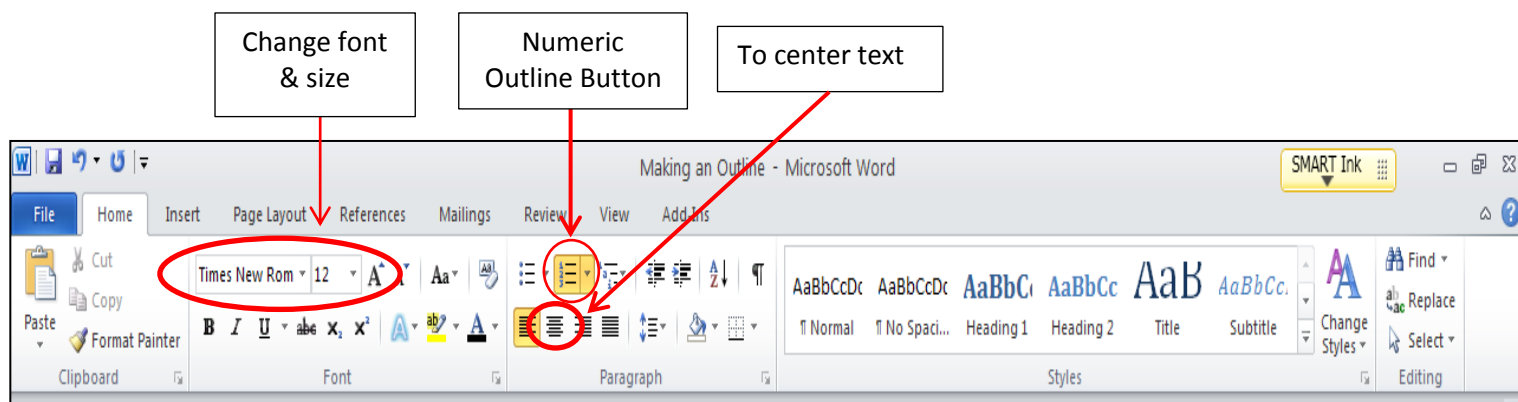
Prepare for proper Outline formatting:

8. Next, also under the “Home” tab, click on the Numeric Outline button.
 - a. If a Roman Numeral #1 (looks like an “I”) does not appear, choose the drop down arrow next to the Numeric outlining button to forcefully choose Roman numerals.
9. Type your main heading for the Roman numeral. (This depends on which paragraph you’re working on.)
10. When you’re ready to move to the next subheading, hit your keyboard’s “Enter” key AND THEN HIT “TAB”
 - a. If the capital letter A does not automatically appear under your Roman numeral, go back up to the Numeric Outline button drop-down and forcefully choose capital letters.
 - b. When finished, hit “Enter” again and continue.
11. When you are ready to stop writing subheadings, and you want to go back to Roman numerals, choose the “Backspace” key.
12. Continue this process (#8-11) until you are done with your entire outline.
13. Remember to SAVE your work periodically.

Before you close the screen, or shut down your computer:

14. To make sure your document properly saved to your jump drive before closing your page, follow these steps:
 - a. On the computer’s desktop page, double click on “My computer”.
 - b. Under “Devices with Removable Storage”, find the name of your jump drive. If you’re not sure what it is, double click on your options until it opens.
 - c. Once opened, look for the File Name that matches what you typed earlier. If it’s there, it saved correctly. If it is NOT there, go back to your Word document and redo steps #2-3 above.





Using Microsoft Word's Outlining format can be a little tricky at times, but for the most part, the trick is in knowing the correct sequence of just three keyboard keys: **ENTER** **TAB** **BACKSPACE** (see below):

II. *Subtopic #1* <enter>

A. <"tab" before typing> *Evidence 1a* <enter>

1. <tab> *Detail* <enter>

a. <tab> *More Detail*<enter>

i. <tab> *Even More Detail* <enter>

ii. *Even More Detail*<enter>

b. <tab> <backspace> <backspace>

2. <tab> <backspace> <backspace> <backspace> *Detail* <enter>

3. *Detail* <enter>

B. <tab> <backspace> <backspace> *Evidence 1b* <enter>

1. <tab> *Detail* <enter>

2. *Detail* <enter>

3. *Detail* <enter>

C. <tab> <backspace> <backspace> *Evidence 1c* <enter>

1. <tab> *Detail* <enter>

2. *Detail* <enter>

3. *Detail* <enter>

III. <tab> <backspace> <backspace> *Subtopic #2*

a. <"tab" before typing> *Evidence 1a* <enter>

(continue the sequence...)